

## MILPERSMAN 7220-230

### CIVILIAN CLOTHING ALLOWANCE (CCA) FOR OFFICERS AND ENLISTED PERSONNEL

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References	DOD Authorization Act 1988-89, Public Law 100-180, 101 Stat 1093, Section 611 37 U.S.C. 419 DODI 1338.18 of 7 Jan 98 DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A
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#### 1. General Description

a. Navy servicemembers, required to wear civilian clothing in the actual performance of their official military duties, may be eligible for a **Civilian Clothing Allowance (CCA)** to defray the cost of purchasing of such clothing.

b. **Officers** are precluded by law from receiving a CCA while assigned to a permanent duty station within the United States (including Hawaii and Alaska).

c. **Enlisted** personnel may be eligible to receive a CCA while permanently assigned to a duty station within, or outside, the United States; however, there are very few duties within the United States that would require enlisted servicemembers to wear civilian clothing in the actual performance of their official military duties, thereby justifying the payment of CCA.

d. **There are two types of CCA as follows:**

(1) **Permanent Duty Civilian Clothing Allowances**

(a) Initial Civilian Clothing Allowance

(b) Replacement Civilian Clothing Allowance

(2) **Temporary Duty Civilian Clothing Allowances**

(a) Temporary Duty of at least 15 days

(b) Temporary Duty of at least 30 days

e. **Chief of Naval Operations (CNO) (N135) is the final approving authority** for these allowances, when area commanders have required personnel under their jurisdiction to wear civilian clothing in the performance of their official duties. The determination will be based on detailed information or justification submitted by the command requesting the authorization.

f. **Requests for CCA** that are not submitted per this article will be returned to the originating command without CNO (N135) approval.

g. **Payment of CCA** shall not exceed the rates in DOD 7000.14-R; these are the maximum authorized:

(1) A command may request a lesser amount than that which is stated in DOD 7000.14-R.

(2) CNO (N135) may authorize all or part of the amount requested on the basis of the circumstances surrounding the request.

(3) Concurrent payment of different types of CCA is not authorized.

2. **Specifying the Requirement**

a. All Navy personnel on duty in the United States and overseas are required to wear the prescribed uniform; however, when the wearing of a Navy uniform would preclude members from effectively performing duties in support of their command's assigned mission, civilian clothing may be authorized.

b. Examples of a mandatory requirement to wear civilian clothing include the following:

(1) Certain overseas locations where the political climate precludes the wearing of uniforms.

(2) Assignment to duties where the wearing of uniforms would compromise lives or security.

(3) Duties where the military identity of the servicemember must be protected.

(4) The physical safety of others in close contact with such members might or would be compromised; e.g., Secret Service.

c. The servicemember must be required to wear civilian clothing a substantial portion of the time (in excess of 50 percent of their time on duty), not merely during isolated instances. The necessity to wear civilian clothing while commuting to and from work, command desirability, or personal preference do not constitute eligibility for entitlement to CCA.

d. CCA will not be authorized for casual clothing; the circumstances must require the servicemember to wear civilian "coat and tie" (or female equivalent) apparel, or the accepted cultural equivalent, in the actual performance of their official military duties.

e. CCA is not intended to defray the cost of purchasing organizational or unique non-military clothing.

(1) Special-purpose individual clothing required for support of personnel to accomplish their assigned duties shall be carried as organizational issue by the cognizant command, and be issued to servicemembers on an "as needed" basis.

(2) Organizational clothing includes special/distinctive non-military apparel such as that required to be worn by Navy band members, flag mess members, and aircraft maintenance crews performing duties at foreign airports.

(3) No monetary credits or payments are provided to servicemembers for obtaining or replacing organizational clothing.

3. **Request Content.** Requests for CCA must be signed by the cognizant commander, or commanding officer (CO). Please refer to the request content table below for information required.

a.	<b>Member's:</b> <ul style="list-style-type: none"><li>• Name</li><li>• Rate/pay grade</li><li>• Social security number</li><li>• Permanent duty station</li><li>• Unit identification code</li><li>• Projected rotation date</li><li>• Expiration of active obligated service</li></ul>
b.	<b>Type of CCA required:</b> <ul style="list-style-type: none"><li>• Permanent Duty Civilian Clothing Allowance</li><li>• Temporary Duty Civilian Clothing Allowance</li></ul>
c.	<b>Date, type, and amount of any previous CCA payment, if available:</b>
d.	<b>If requesting Permanent Duty Civilian Clothing Allowance, identify the percentage of the time during the work week:</b> <ul style="list-style-type: none"><li>• Uniform is worn in the performance of official duties</li><li>• Civilian clothing is worn in the performance of official duties</li></ul>
e.	<b>If requesting Temporary Duty Civilian Clothing Allowance, identify the:</b> <ul style="list-style-type: none"><li>• Temporary duty station</li><li>• Expected duration of assignment</li><li>• Include a copy of the Temporary Additional Duty/Temporary Duty orders with the request</li></ul>
f.	<b>Justification as to why the member's duties cannot be performed in uniform:</b>
g.	<b>Clothing prescribed for duty:</b> <ul style="list-style-type: none"><li>• Uniforms are prescribed for duty</li><li>• Type of civilian clothing</li></ul>
h.	<b>Point of contact, telephone number, and e-mail address:</b>